Warsaw

Model United Nations



October 2012 Conference:

Rules of Procedure

**The Secretariat** shall receive, print, and distribute documents, reports, and resolutions of the conference Committees, and shall distribute documents of the Committee to the members of the United Nations, and perform all other work required for the running of the Committees.

**Interpretation of the rules** shall be reserved exclusively to the Secretary General or designated members of the Secretariat.

English is the **official and working language** of the WawMUN 2012 Conference.

**In the conference venues western business attire is obligatory**. Traditional attire is in order unless it aims at parodying specific nation or a character.

Any representative wishing to address any United Nations body or submit a document in French language shall provide translation into English.

Delegates shall show courtesy and respect to other delegates and the members of the Secretariat.

Representatives of accredited **Observers** will have the same rights as those of full members, except that they may not sign or vote on substantive matters. All observers are allowed to vote on any procedural matter, but shall not cast a vote on substantive issues. The only substantive issues are votes on adopting amendments, and the final vote on a resolution.

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the Committee or the General Assembly, the Chair may invite the delegates to observe one minute of silence dedicated to prayer or meditation.

**The provisional Agenda** shall be drawn up by the Secretary General.

At the beginning of each session Committee Chairs or the President of the General Assembly will call on Member States in English alphabetical order to state their **status of attendance**. Member States may reply ‘present’ or ‘present and voting’, where ‘present and voting’ means the Member State cannot abstain on any substantive vote. Observers are required to reply ‘present’ in accordance with Rule 6.

The first order of business for the Committee will be the **consideration of the Agenda**. A motion should be made to put an Agenda Item first and will require a second. If no delegate wishes to oppose the motion, it shall be adopted by the committee. If there are any objections to this motion, a speakers list will be established for and against the motion. A debate will be closed after the Committee or the General Assembly has heard two speakers for the motion and two against. When debate is closed, the Committee will move to an immediate vote on the motion wherein a simple majority is required to pass the motion. If the motion fails, the other Agenda Item will automatically be placed first on the Agenda.

In the event of an **international** **crisis or emergency**, the Secretary General or his or her representative may call upon a Committee to table debate on the current Agenda Item in order to address the urgent matter. After a resolution has been passed on the crisis topic, the Committee will return to debate on the tabled Agenda Item.

In addition to exercising the powers conferred upon him or her elsewhere by these rules, **the Chair or the President of the General Assembly** shall declare the opening and closing of each meeting of the Committee or the General Assembly, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions.

The Chair or the President of the General Assembly, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. He or she shall rule on points of order. He or she may propose to the Committee the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the delegate of each Member State may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting. The Chair or the President of the General Assembly may temporarily transfer his duties to another member of the Secretariat or one of the Deputy Chairs.

Further, the Chair or the President of the General Assembly is to use his or her discretion, upon the advice of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of WawMUN 2012 Conference. Such discretion should be used on a limited basis in order to advance the progress of debate.

A delegate may **appeal to any decision of the Chair or the President of the General Assembly**, except when the matter relates to the Rules of Procedure. The Chair or the President of the General Assembly may speak briefly in defence of their decision after which the appeal will be put to a vote, wherein two thirds of members voting against the decision of the Chair or the President of the General Assembly will overrule the original decision.

A ‘Yes’ vote indicates support of the Chair’s or President’s ruling; a ‘No’ vote indicates opposition to that ruling.

The Chair’s or President’s ruling will stand unless overruled by a two thirds of the committee voting against the decision of the chair.

The Chair or the President of the General Assembly’s decision not to approve a resolution or amendment is not subject to appeal.

Furthermore, the Chair’s or President’s ruling on Closure of Debate, Adjournment of the Meeting, Adjournment of Debate, are not open to appeal.

The decisions of the Secretary General or members of the Secretariat are not open to appeal.

The Secretary General or a member of the Secretariat designated by him or her may, at any time, make either written or oral statements to the Committee or to the General Assembly.

The Chair or the President of the General Assembly may declare a Committee or the General Assembly open and permit debate to proceed when at least one third of the members are present (there is a **quorum).** The presence of delegates of a majority of the Member States of the body concerned shall be required for any decision on a substantive motion to be taken.

A quorum may be assumed to be present unless specifically challenged and shown to be absent by a Role Call.

After the Agenda has been determined, a continuously open speakers list will be established for the purpose of general debate, in accordance with following rules.. This **Speakers List** will be followed for all debate on the Agenda Item, except when superseded by procedural motions or a debate on amendments. Speakers may speak generally on the Agenda Item being considered and may address any resolution currently on the floor.

**Unmoderated Caucus**

A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and a simple majority is required for the motion to pass. A motion for an unmoderated caucus can supersede a Moderated Caucus. The Chair or the President of the General Assembly may rule the motion out of order.

**Moderated Caucus**

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair or the President of the General Assembly will temporarily depart from the speakers list and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus (not to exceed twenty minutes), and a time limit for the individual speeches. Once raised, the motion will be put a vote wherein a simple majority vote is required. The Chair or the President of the General Assembly may rule the motion out of order.

A delegate may at any time move the **closure of debate** on the item currently under discussion, both substantive and procedural, whether or not any other delegate has signified his or her wish to speak. Permission to speak on the motion shall be accorded to two delegates opposing the closure, after which the motion shall be put to a procedural vote immediately. Closure of debate shall require a two thirds majority of the members present or present and voting.

If the Committee favours the closure of debate, the Committee shall immediately move to vote on all proposals introduced under debate.

The Committee and the General Assembly will have a **General speakers list** for the Agenda Item being discussed. Separate speakers lists will be established as needed for procedural motions and debate on amendments. A Member State may add its name to the speakers list by submitting a request in writing to the Chair or the President or to rise the member’s placard when asked by the Chair if there are any further members wishing to take the floor.

The names of the next several Member States to speak will always be posted for the convenience of the Committee. The Speakers List for the second Agenda Item will not be open until the Committee has proceeded to that Agenda Item. The decision to announce the list of speakers is within the discretion of the Chair or the President of the General Assembly and should not be the subject of a motion by the Committee.

At any point during debate a delegate may **move to close the speakers list**. Such a motion shall not be debated, but put to an immediate Procedural vote.

A closed speakers list can be reopened at any time prior to voting procedures by another Procedural vote.

During the discussion of any matter, a delegate may move the **suspension of the meeting,** specifying a time for reconvening. Such motions shall not be debated but shall immediately be put to a Procedural vote.

The Chair or the President of the General Assembly may rule the motion out of order.

No delegate may address a session without having previously obtained the permission of the Chair or the President of the General Assembly. The Chair or the President of the General Assembly may at their discretion call a delegate to order if his or her speech is not relevant to the subject under discussion or is considered personally offensive to any party

**The Chair or the President of the General Assembly may limit the time allotted to each speaker.** The minimum time limit will be thirty seconds. When a delegate exceeds the allotted time, the Chair or the President of the General Assembly may call the speaker to order.

A delegate granted the right to speak on a substantive issue may yield in one of two ways:

Yield to another delegate. His or her remaining time will be given to that delegate, who may not, however, make any further yields.

Yield to the chair. Such a yield should be made if the delegate does not wish to yield to questions or another delegate. The Chair or the President of the General Assembly will then move to the next speaker.

Furthermore, Delegates may declare themselves open to points of information which means that they are willing to answer questions considering their speech.

A delegate whose national integrity has been impugned by another delegate may request a**Right of Reply.** A remark that impugns a delegate’s ‘national integrity’ is one directed at the governing authority of that Member State and/or one that puts into question that Member State’s sovereignty. The Chair or the President of the General Assembly shall determine an appropriate time limit for the reply. The Chair’s or the President of the General Assembly decision whether to grant the Right of Reply is not open to appeal. A Right of Reply to a Right of Reply is out of order.

Whenever a delegate’s ability to participate in the proceedings is impaired, he or she may rise to a **Point of Personal Privilege**. While a Point of Personal Privilege may interrupt a speaker, delegates should be courteous in their use of this point. If appropriate, the Director will request that the speaker to speak loudly and/or clearly.

During the discussion of any matter, a delegate may rise to a **Point of Order** to indicate an instance of improper parliamentary procedure. A delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a fellow delegate.

Any questions on order arising during a speech made by a delegate should be raised at the conclusion of the speech, or can be addressed by the Chair or the President of the General Assembly, at his or her discretion, during the speech. The Point of Order will be immediately ruled on by the Chair or the President of the General Assembly in accordance with these Rules of Procedure.

When the floor is open, a delegate may rise to a **Point of Parliamentary Inquiry** to ask the Chair or the President of the General Assembly a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Delegates may propose **working papers** for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, but do require the approval of the Chair or the President of the General Assembly to be made available to the committee. Working papers do not require the signatures of one fifth of the members of the committee.

A **draft resolution** may be introduced when it receives the approval of the Chair or the President of the General Assembly and is signed by three member states of the particular forum..

This should include sponsors and signatories each to be listed in alphabetical order. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further obligations. The role of a sponsor indicates support of the draft resolution.

Once a resolution has been approved as stipulated above and has been made available to the committee or to the General Assembly, **a delegate may rise to introduce the resolution**. The content of such an introduction will be limited to reading the operatives clauses. Such an introduction will be considered procedural in nature and an immediate vote is taken with a simple majority required for the introduction of the resolution.

More than one resolution may be on the floor at any one time, but at most one resolution may be passed per Agenda item. After a Draft Resolutions on the floor has been passed by the committee, or all Draft Resolutions have been put to a vote, the committee will move to discuss the next Agenda item.

An **amendment** is a proposal that does no more than add to, delete from or revise the numbered clauses of a draft resolution.

Delegates may amend any draft resolution, which has been formally introduced. In order for amendments to be considered, they should be submitted in writing to the Chair or the President of the General Assembly for approval, along with the name of the member state submitting the amendment. The Chair or the President of the General Assembly may, at their discretion, approve the proposal or amendment for circulation among the delegates. Provided that an amendment has received approval from the Chair or the President of the General Assembly, it may be formally introduced by a signatory when the floor is open. An immediate procedural vote is taken with a simple majority required for the introduction of the amendment for discussion.

Amendments to amendments are out of order; however, an amended part of a resolution may be further amended.

Once an amendment is introduced to Committee or the General Assembly, General Debate will be suspended and a speakers list will be established for and against the amendment.

A motion to close debate on the amendment can be entertained.

When debate is closed on the amendment, the Committee will move to a substantive vote .

After the voting procedure, debate on the draft resolution will resume according to the general speakers list. A passed amendment shall be treated as an integral part of the draft resolution under debate.

**A motion may be withdrawn** by its proposer at any time before voting has commenced provided that it has not been amended. A motion thus withdrawn may be reintroduced by any delegate. For the purpose of this rules the sole ‘signatory’ of a motion is to be interpreted as the delegate who proposed the motion or moved for its introduction. Any motion approved by the Committee or the General Assembly may not then be withdrawn by the delegate who moved its introduction.

A motion to question the competence of the Committee to discuss a resolution or an amendment is in order only before it has been formally introduced. In other words, before voting on its introduction. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

Each member of the Committee or the General Assembly, including observers, shall have one vote on a **procedural motion**. Delegates will express their vote by a raising of placards or, if the Chair decides so, by the Roll Call voting procedure, and a simple majority is required unless explicitly stated elsewhere in these rules. All members, including Observers, must vote either ‘Yes’ or ‘No’ and may not choose to abstain.

**A substantive vote** is taken only on adopting amendments to a draft resolution, and on passing a draft resolution. In a substantive vote, members may vote ‘Yes’, ‘No’, or ‘Abstain’, and members ‘present and voting’ cannot abstain,

**Observers may not vote.**

Delegates will express their vote by a raising of placards, except in the case of a Roll Call vote. After the Director has announced the beginning of voting, no delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order relating to the conduct of voting.

For any motion made requiring a vote, if the Director asks for objections to the motion and none are made then motion passes, without the committee going into voting procedure. If any objections are made, then a vote is held as described in Rules 36 and 37.

**Division of questions**

After debate on any resolution or amendment has been closed, a delegate may move for the operative clauses of the proposal to be voted on separately. Preambulatory clauses   
and sub-operative clauses may not be separated by division of the question. If there are multiple motions for different divisions, those shall be voted upon in an order to be set by the Chair or the President of the General Assembly where the most radical division will be voted upon first, where the ‘most radical division’ is considered the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses. A motion to divide the question is procedural and requires a second. If there are objections, the motion shall be voted upon, requiring the support of a majority of those present or present and voting to pass. If the motion passes, the resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft. Parts of the resolution or amendment that are subsequently passed will be recombined into a final document, which is then carried into the final Substantive vote on the proposal. If all of the operative parts of amendment or resolution are rejected, the proposal will be considered to have been rejected as a whole.

Unless specified otherwise in these rules, decisions of the Committee shall be **made by a simple majority** of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so again a simple majority of 'Yes' over 'No' votes is required.

**Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members.**

**Decisions of the Security Council on Substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members.**

**The Committee shall normally vote by a show of placards.** During voting procedure on a substantive matter, a delegate may motion for a Roll Call vote. The Chair will select by lot where to begin, and proceed to call on Member States in alphabetical order thereafter. One delegate per Member State shall reply ‘In favour’, ‘Against’, ‘Abstain’, or ‘Pass’. Only those Member States, who designated themselves as ‘present’ or ‘present and voting’ during the beginning of that session or have communicated in some other manner their attendance to the Chair, are permitted to vote. As such, no others will be called during a Roll Call vote. Any representatives replying ‘Pass’, must, on the second time through, respond with either ‘Yes’ or ‘No’ and may not pass again or abstain from voting.

**The General Assembly shall normally vote by a Roll Call.**

A sponsor of a proposal or motion may speak in explanation of their vote against the proposal, if it has been amended. Herein representatives may choose to vote 'No with Rights' and make a brief statement consisting solely of the explanation of their vote after voting has been completed.

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